

aff. file ODM-1

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NOTICE NO.
LN 42-120-5LN 42-120-5
CORRESPONDENCE
13 February 1956

SUBJECT: Papers Submitted to the DCI, DDCI, and the DD/S

25X1A REFERENCES: (a) [REDACTED] Chapter V, "Correspondence Handbook"
 (b) [REDACTED] staff Studies"
 (c) LN 42-120-4, dated 3 January 1956
 (d) Memorandum from the Executive Assistant to the Director, dated 6 February 1956

1. In addition to the provisions of References (a), (b) and (c), and in accordance with Reference (d), the following instructions apply to all memoranda and staff studies submitted to the DCI, the DDCI, and the DD/S:

a. All memoranda or staff studies submitted to the DCI, the DDCI, and the DD/S will open with a sentence similar to one of the three below and appropriate to the memorandum in question.

- (1) "This memorandum is for information only. Particular reference is made to paragraphs _____."
- (2) "This memorandum suggests action on the part of the DCI (or the DDCI or DD/S). Such requested action is contained in paragraph _____."
- (3) "This memorandum contains a recommendation submitted for DCI (or the DDCI or DD/S) approval. Such recommendation is contained in paragraph _____."

2. LN 42-120-4 contains an example of correspondence submitted to the DCI, showing concurrences of the DD/S and subordinate officials. In cases of correspondence going outside the Agency and prepared for signature of the DCI (or DDCI or DD/S), appropriate concurrences will appear on the file copies. (See page 56, [REDACTED])

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FOR THE DIRECTOR OF LOGISTICS:

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For

Chief, Administrative Staff, OL

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OL/AS/R&S: [REDACTED]:mel